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ABSTRACT

This document is a statement of guidelines for the collection of reference materials at the Ethel K. Smith Library in Wingate University (North Carolina). The library's mission statement is given at the outset. Then parameters are established for the reference collection's scope and size, including subject-area and media priorities. The statement also outlines organizational responsibilities and techniques for selection, withdrawal, and collection evaluation. Specific directions are given for the selection and retention of several types of sources, which are ordered alphabetically from "almanacs" to "vertical files." A matrix which visually expresses selection criteria is appended. (BEW)

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ED 393 462

Collection Development Statement for the Reference Collection of the Ethel K. Smith Library, Wingate University

INTRODUCTION

The Mission Statement of the Library

The Ethel K. Smith Library of Wingate University exists to support the learning experiences of the students and the teaching and research activities of the faculty and staff of Wingate University. By providing books, periodicals, audio-visual materials, and the tools of computer technology, the Library is equipped to provide the various resources t supplement the classroom learning environment.

Materials are provided to address the needs of all types of students, including multicultural and nontradtional students. As the graduate programs have increased, the Library has endeavored to undergird those programs of study with appropriate additions to the collection. The Library provides assistance to the faculty in their own professional growth and development. A strong emphasis still remains on the material serving the undergraduate level.

The freedom of idea-sharing is important to the Staff of the Library; therefore, a wide range of materials, presenting many different views, is reflected in the collection. Faculty members of all the disciplines represented in the College's curriculum have an active role in the selection of materials.

REFERENCE COLLECTION EVALUATION

PROLEGOMENA

The purpose of this collection statement for reference is to make current Library practices explicit. It is hoped that such a statement will assist in any future attempt to create a collection development policy for the Library as a whole. Such a public statement of policy is also helpful in providing a shared vision of the needs of the patrons of the Ethel K. Smith Library and how the reference collection functions to satisfy those needs. In turn, such a shared vision should assist the current staff provide consistent, high quality service to patrons and serve as an orientation to the collection for future librarians. Finally, such an explicit and public statement should provide a firm basis for a regular reevaluation of collection development in reference.[1]

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SCOPE OF THE COLLECTION

Definition of Reference Material

Reference material can be defined in two way: by genre or by function. The ALA Glossary of Library and Information Science defines a reference book as "A book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively."[2] Such a definition can readily be extended to include local and remote online databases and alternate media, such a microfiche. However, this definition is not sufficient. First, there are too many titles that qualify as reference materials for this definition to be useful in collection decisions. Second, such a definition neither addresses how the reference collection functions with the rest of the Library's collection and patrons nor does it relate the reference collection to the role of the reference librarian. Reference materials must be judged by how efficiently they satisfy those queries one would expect for the Library's patron base.

The Role of the Reference Collection and the Reference Librarian

The glossary definition, while necessary, gives the librarian no guidance for choosing one reference book over another. It must be supplemented by a functional definition of reference materials, which judges how useful an item is to a particular library. Since this notion is so context sensitive, no formal definition is possible. Instead, a reference item must be seen in context with the reference collection as a whole. In turn, the function of the reference collection and the library's mission must be taken into account. The reference collection is that point which opens the patron to the universe of knowledge, both within this Library and beyond. The primary purpose to the reference collection in the Ethel K, Smith Library is to present this universe of information to the students and faculty within the context of the university's mission. To a lesser extent, the reference collection also supports the informational needs of the administration and staff of the university and also the needs of the general community.

In this context, the reference librarian serves as a facilitator between patrons and the reference collection. This facilitation entails and intimate knowledge of the collection and the likely needs of the Library's patrons. Knowing the collection requires that the reference librarian have an understanding of the bibliographic structure of the collection as well as a working knowledge of the individual titles within the reference collection. Knowledge of the patrons' needs implies that the Reference Librarian will spend a good deal of time with the patron's queries and--in collaboration with various instructors[3]--engage in bibliographic instruction.

Subject Priorities

The Library's primary responsibility is to collect materials that directly support the various programs of the university. Because Wingate's primary mission to its undergraduate program,

the Library's first priority is to support that curriculum. Materials are also purchased for the graduate programs in proportion to the size of those programs and the amount of library research a given program requires. Because Wingate's primary mission is to teach students—rather than conduct research—support of the curriculum also takes priority over faculty research. Materials for faculty reference research are aimed primarily at enhancing resource sharing with research institutions.

As a selective depository library for the State of North Carolina, the Library is committed to purchasing materials that the state deems necessary to support the depository system. Those items that support both the curriculum and the depository system shall be placed in the reference collection. Otherwise, such materials shall be classified with the North Carolina Depository Documents.

Finally, the Library will support the general information needs of students, faculty, staff, and administrators of Wingate University. Subjects for purchase would include career and employment guides, business directories, medicine and health materials, and education guides. In this respect the Library also meets the needs of the larger community. However, it must be recognized that the Library's mission is to the needs of the university and that there are several public and state supported academic libraries in the Charlotte Metropolitan Area.

Media Priorities

Reference materials are unique by virtue of their consultative nature and in the level of authority and timeliness attached to them. Moreover, the emphasis in reference is the ease by which bits of information are found and the ability of reference materials to point to a wide range of primary source material. For these reasons, ready access to source material in reference is preferred to ownership. Where appropriate, online services—whether mediated by a reference librarian or used directly by a patron—will be used where available. Should demand for these services increase to the point of impracticality, local alternatives—such as CD-ROMs or local loaded databases—will be considered where available and feasible. There are very definite technical and bibliographic limitations to pursuing these databases in all areas. The vast majority of reference needs will still be provided by print and paper format. Since reference books are more heavily used, hardbound is preferred to paperback. Except on rare occasion where a title is purchased specifically to support the Foreign Language Department, English language titles are preferred. Finally, multiple copies of a volume are not normally collected. In some cases, microform will be used where no other medium is practical for space or technical reasons.

Size of the Collection

The literature on collection development cite two reasons to limit the size of the reference collection: (1) limited shelf space and (2) improved accessibility to the reference collection.[4]

The concern over limited shelf space in reference is obvious. The collection is designed to make it as easy as possible for patrons to browse through the materials and take them to a nearby desk. This means that book-for-book, the ranges in reference are spread over a larger area than one would find in the circulating collection. Besides making materials easier to find, reference books are used more often.[5] This means that more space must be given for each reference book to avoid damage.

More importantly, one must consider that the reference librarian acts as an intermediary between the patron and the collection. The size of the reference collection is limited by the reference librarians' ability to become thoroughly familiar with it. The following formula should be used to take this into account.

Size of the Reference Collection

Base Collection: 5000 titles
plus 500 titles per FTE reference librarians

For this library, that would come to 5725 titles.[6] The philosophy of such a policy is—to paraphrase William of Okham—never to multiply reference books beyond necessity. Whatever is extraneous gets in the way of finding what is needed.

ORGANIZATIONAL RESPONSIBILITIES

At Wingate, all faculty—librarians and instructors alike—have collection development responsibilities. The head of each academic department is responsible for approving materials to be added to the Library. It is the Library's responsibility for placing items in the most appropriate collection. Therefore, while instructors are encouraged to suggest where certain titles may be designated, the placement of items for the reference collection rests with the Library. As the chief collection development officer, the Director of Library Services is ultimately responsible for the size and composition of the of the collection. The director, therefore, has the authority to determine which items shall be purchased for the reference collection.

Although all the librarians at Wingate University spend some time at the reference desk, there are two half-time reference librarians who spend approximately twenty hours per week at the Reference Desk. Because they spend so much time with the collection and patrons, they shall set aside a set amount of time for collection development.

Because technical services librarians also spend time at the reference desk and because they have a greater awareness of bibliographic control, they are encouraged to select materials for reference. Because of the impact it has on cataloging, reference librarians also are encouraged to coordinate their efforts in withdrawing reference materials with technical services.

Pattern of Selection and Withdraw

There are two schools of thought in the selection/withdraw process in libraries today: Collection Development and Collection Management. Lynn Hattendorf characterizes Collection Management as a "systematic, planned document process of building, monitoring, and preserving collections" while Collection Development "focuses on the building of collections and implies a process of growth."[7] Another way to characterize the distinction is that the goal of Collection Management is to maximize the usefulness of the collection by purchasing the minimum number of titles that will satisfy patrons needs for the longest time. This implies that collection managers must not only gauge current needs but also anticipate future demand. However, because of the hazards involved in predicting the future and the natural aging of information, as many items are withdrawn from the collection as are added. In contrast, Collection Development aims only to provide the best collection for the present with the hope that the collection will continue to be relevant in the future. Items are removed only when it can be shown that they are irrevocably irrelevant. As a result, the collection tends to grow. Reference collection development is a hybrid. Because few reference books are intrinsically valuable, selectors make no pretense toward predicting future needs. The selector instead aims to provide access to the universe of information that is currently of value to their patrons. On the other hand, items are kept in the reference collection only if they can be shown to be relevant. In this way the size of the reference collection remains more stable than that of the Library as a whole.

To achieve this hybrid program, two tracks must be followed: (1) Collection Evaluation and (2) Item Selection. While these two need to be done in conjunction, the can be distinguished as follows:

Item Section	Collection Evaluation
Evaluates Items	Evaluates Collection
Examines Strength of Items to be Purchased	Examines Weaknesses in the Collection
Linear Process	Cyclical/Chaotic Process
Passive Weeding	Active Weeding
May be Oblivious to Collection Evaluation	Integrates Item Selection

Item Selection

In item selection, one evaluates patron needs and reviews those reference materials that best fill those needs. Below is a list of criteria for judging a particular item.[8]

1. Authority:	The reputation of the author or the editor.
2. Reputation:	The track record of the publisher.
3. Accuracy:	Lack of omissions or errors in the work.
4. Currency:	Timeliness of the material
5. Scope:	Breath of subjects covered.
6. Depth:	Detail in which subjects are covered.
7. Relevance:	How well an item suits the Library's mission statement.
8. Redundancy:	The extent to which an item duplicates material already in the collection.
9. Organization:	The ease at which a an item may be used
10. Quality:	The ability of an item to hold up under expected use.

These criteria can be reviewed with the following tools:[9]

1. Review of titles received on approval.
2. Book reviews in journals such as Choice, College & Research Libraries, Journal of Academic Librarianship, Library Journal, RQ, and Wilson Library Bulletin.
3. Reference guides such as ARBA, Sheehy's, and Walford's.
4. Publishers' flyers.
5. Faculty recommendations and student suggestions.

Collection Evaluation

According to Adalian and Rockman,[10] there are four principle reasons for collection evaluation: (1) to reduce the size of the collection (2) to increase the manageability of the collection (3) to make staff more knowledgeable of the Library's holdings and thereby (4) deliver better reference service to patrons. In this Library's case, the staff need only maintain the reference collection at its current size. In this light, one can see two aspects of what is meant by manageability. First, it means keeping the collection at a manageable size. It also means that there is some orderly method by which items enter and leave the collection. The reference staff becomes more familiar with the collection on two levels: (1) the collection is a more manageable size and (2) the active role the reference librarians play in evaluating the materials requires that they be continually acquainted with the collection.

Collection evaluation can be seen as using the following scheme:[11]

1. Establish a Mission Statement.
2. Establish Selection/Withdrawal Criteria
3. Evaluate Collection according to the Mission Statement
4. Select or Withdraw items according to Selection/Withdrawal Criteria and evaluation of the collection.

5. Evaluate and Revise Selection/Withdraw Criteria and Mission Statement according to the results of the selection/withdrawal process.

The mission statement has already been outlined, and the broad outlines of selection and withdrawal have already been outlined.

Evaluation Procedure[12]

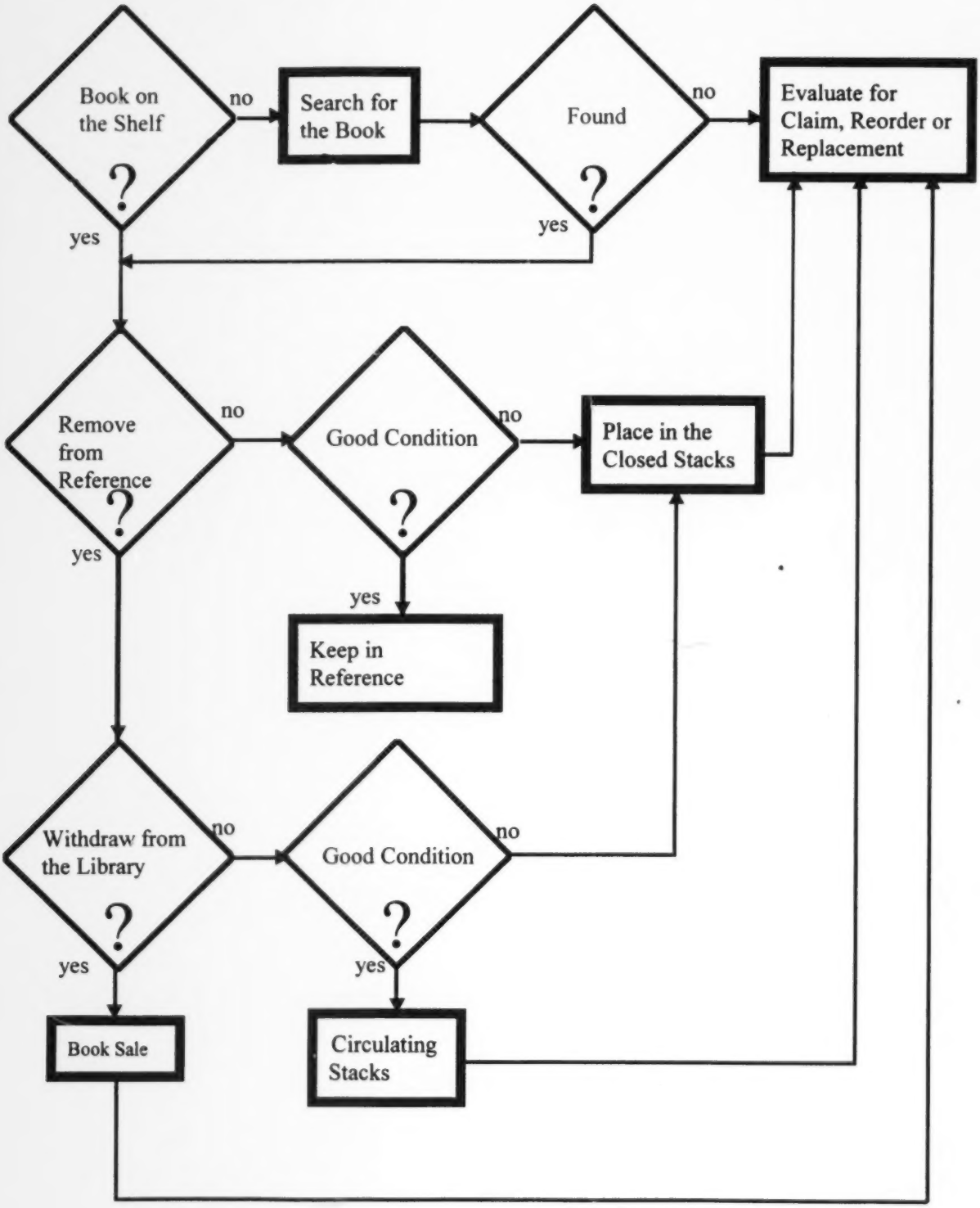
The process would start by each evaluator selecting a call number range that would designate a well defined subject area. The evaluator would first confirm that all the books in the range are accounted for. The titles of those books not found would be turned over to the cataloger in order to have their statuses changed to **missing**. Each summer, a list of missing reference books will be reviewed. Those titles deemed necessary to the collection will be reordered or replaced with an equivalent title. Other missing items will be withdrawn from the Library.

A book may be removed from the reference area because it is no longer relevant to the collection, out of date, or in poor condition. If an item is no longer relevant, it should be removed from the collection. At that point, the evaluator should also judge whether the book should remain in the Library. The final decision for withdrawing material from the Library, however, rests with the Director of Library Services.

If an item is out of date but the subject matter is still relevant and the collection would be harmed if that title were not replaced, the evaluator shall request a new edition or an equivalent title. The evaluator will judge whether the title may remain in the Library when the replacement title arrives.

Books that are in poor condition but are otherwise valuable, shall be place in the closed stacks until they can be replaced or until they are no longer of value.

Any such evaluation project must be coordinated with technical services so that all materials slated for removal can be so removed in a prompt and orderly fashion without placing an undue burden on cataloging. One possible method of coordination would be to mark the items to be withdrawn, moved, repaired or reordered on a shelflist, rather than pulling the items immediately from the reference collection. This list would then be turned over to technical services for processing. Once technical services is finished with the list, it would be returned to the Systems Librarian for updating. The updated list could then be used for evaluation purposes. No shelflist would be updated until technical services releases it. This process would assure consistency and cor tinuity.[13]


Book on the Shelf
?
no
Search for the Book
Found
?
no
Evaluate for Claim, Reorder or Replacement
yes
yes
Remove from Reference
?
no
Good Condition
?
no
Place in the Closed Stacks
yes
yes
Keep in Reference
Withdraw from the Library
?
no
Good Condition
?
no
yes
yes
Book Sale
Circulating Stacks

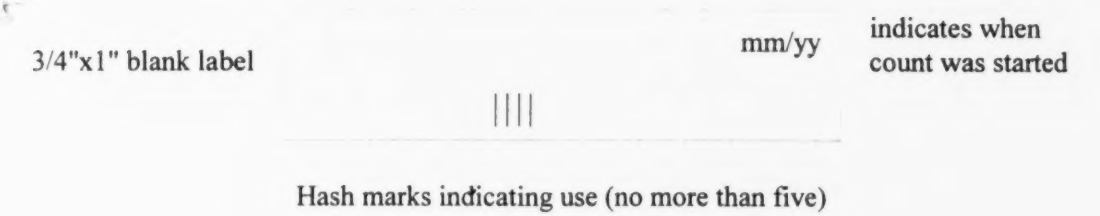
Use Studies

One should note that the criteria for the withdrawal of an item is the same as for its selection. However, there are some additional tools to aid the librarian in the process of weeding items from the collection: (1) Age, (2) Condition, and (3) Use.[14]

Of these, age is the most obvious. Age can gage the currency and (to some extent) the accuracy of a work. However, there is no straight-forward relationship between the age of an item and its accuracy or currency (e.g., the accuracy to a concordance holds up over time much better than a directory). The condition of an item indicates its physical quality. Use can determine the relevance of an item to patrons. Use may also provide some indication of how well a work is organized.

There are two caveats regarding use studies in reference: (1) use studies will under–count use because of the amount of intervention required by staff and cooperation required of patrons, (2) use studies are basically negative tools. To elaborate on the second point, use studies can only show what is available but unused. Use studies cannot predict what *unavailable* items would be used if they were available. Use studies can only indicate what should be removed from the reference collection, not what needs to be included. There is no substitute for making selection decisions based on familiarity with the patrons, understanding of what is required of the collection, and the knowledge of what sorts of items best fill the needs of patrons and the collection.

For use studies to be of any value for collection evaluation, some objective for measuring use must be set. One approach for this would be to set a standard so designed as to maintain a collection at what is deemed a manageable size.[15] Another would be to establish a minimum based on the institution's mission statement; for instance, how well use accords with the curriculum. Although both can be used, collection evaluation at Wingate University is based on the latter—because using the mission statement has the effect of integrating the content of the collection with the institution. Therfore, *a reference title must be used at least once within four years* (the minimum number of times a course is taught) for that title to remain in the collection without a written explanation approved by the Director of Library Services detailing why the title should be kept in the reference collection.



The time may come when the Library's EKSplorer online catalog will be able to track the use of non–circulating items. This would allow librarians to estimate the uses of reference materials in general and track the use of individual items. As mentioned above, a reference librarians did track general reference use but concluded that such a measure was a poor tool for collection development. Because it is too labor intensive to effectively track "reference circulation" and "item use" manually, the Library should focus on the latter—using the following technique.[16]

1) Place a removable label on the upper right hand corner of the inside back cover of the reference book.
2) Mark the month and year the label was placed in the reference book.
3) Whenever a student assistant reshelves a reference book, a hash mark is placed on the label. No more than five hash marks are placed to assure that the marks do not stray to the cover itself.
4) When the evaluator examines a book, she will note the number of hash marks.
   a) If there are already five hash marks on the label and the label is more than four years old, the label will be replaced with a new label with the current month and year.
   b) Any *title* with no hash marks in four years since the label was affixed is a candidate for withdrawal from the reference collection.
   c) Note that items in multi-volume sets or series are treated differently. Unless stated otherwise in the retention criteria, one hash mark in one volume of one title applies to the title as a whole.

SELECTION STATEMENTS BY TYPES OF MATERIALS

ALMANACS

Selection

Basic Almanacs, such as the World Almanac and Whitaker's Almanac, are on standing order. For subject specific almanacs, see: ANNALS AND YEARBOOKS and HANDBOOKS.

Retention

The most current edition of the World Almanac and Whitaker's shall be kept at the Reference Desk. The prior year shall be kept on the reference shelves. All other years shall be placed in the circulating collection. The most current year of all other basic almanacs shall be kept on the reference selves. All prior years shall be placed in the circulating collection.

ANNUALS AND YEARBOOKS

Selection

Annals in library science are collected for the reference collection. The yearbook for the Encyclopaedia Britannica is selected to keep the encyclopedia up to date within its collection cycle. The Wingate University yearbook is also kept in reference. All other yearbooks or annuals must clearly demonstrated to support the universitys general education requirements before they are considered for inclusion in the reference collection.

Retention

The current five years of the Bowker Annual are kept in reference. All other years are kept in the circulating collection. Those editions of ARBA that are associated with or more current than ARBA's most recent five year index are kept in reference. All prior years are kept in the circulating collection (all ARBA indexes are kept in reference). The last ten years of the Wingate University yearbook are kept on the reference shelves. Older editions are turned over to the Reference/Archives Librarian. The yearbooks to the Encyclopaedia Britannica are kept on the encyclopedia shelves until a new edition of the Britannica arrives. Except for those titles that are indexed within a larger series (e.g., the yearbooks to The Dictionary of Literary Biography) all other yearbooks are retained for one year. Earlier editions are kept in the circulating collection.

AUTHORITATIVE OR SACRED TEXTS

Authoritative texts are those items that have become an integral part of the culture and are often used like reference books—consulted rather than read through.

Selection

The Library shall be highly selective in collecting authoritative texts and include only those items that directly support the university's overall program, include scholarly annotation, and (where applicable) that are limited to the most widely accepted translations within the scholarly community.

Retention

Authoritative texts shall be kept indefinitely, subject to routine collection evaluation.

ATLASES, GAZETTEERS, AND MAPS

Selection

The Library shall maintain a current collection of political and geographical atlases of the world, the United States, North Carolina and South Carolina. The Library also shall maintain a current road atlas for the United States and local road maps. Thematic atlases (e.g., atlases that graphically depicts census data on a map) shall be limited to those areas where there is a demonstrated need. The Library shall maintain a selective collection of current gazetteers. Individual maps (e.g., those often found in the National Geographic) shall be kept in the vertical files.

Retention

Geographic and political atlases, road atlases, and gazetteers shall be retained in reference while they are current. The latest editions of thematic atlases shall be maintained indefinitely, subject to routine collection evaluation. Geographic and political maps kept in the vertical files shall be maintained indefinitely.

BIBLIOGRAPHIES AND EXPLICATORS

Selection

The Library should select for the reference collection only those bibliographies and explicators that have a broad scope. These would include bibliographies of broad interest within a department or multidiscipline bibliographies. Specialized bibliographies shall be placed in the circulating collection. Specialize bibliographies would include bibliographies on individual authors, narrow time periods, and highly specialized disciplines. The Library shall maintain a collection of current trade bibliographies in the Haskins Room for reference services and patrons. A second collection of trade bibliographies shall be maintained in Acquisitions.

Retention

Older editions of bibliographies and explicators shall be removed to the circulating collection. All bibliographies and explicators are subject to routine collection evaluation. Bibliographies and explicators older than ten years should be examined for their currency and accuracy regardless of how often they are used.

BIOGRAPHIES

Selection

National and international biographies and biographies of the south and southeast shall be collected for reference. Biographies that represent broad departmental interest shall also be collected for reference.

Retention

Biographies shall be retained in reference indefinitely, subject to updating by newer, cumulative editions and collection evaluation.

BOOK REVIEWS

Selection

The Library shall maintain a selective and broad–based collection of book reviews in reference, such as Magill's Literary Annual. The Library shall also maintain a more specialize collection of books reviews necessary for collection development.

Retention

General interest book reviews shall remain in reference indefinitely, subject to collection evaluation. The most recent edition of more specialized book reviews shall remain in reference for up to ten years. Afterwards, they shall be transferred to the circulating collection.

CONCORDANCES AND QUOTATION BOOKS

Selection

The Library shall collect only concordances for items that qualify as AUTHORITATIVE TEXTS. The Library shall maintain a collection of quotation books that meet the general needs of the university community or supports major disciplines.

Retention

Concordances shall be retained in reference for as long as the corresponding authoritative text remains in the reference collection. Quotation books shall be retained—subject to collection evaluation—until an updated and cumulative edition arrives.

DICTIONARIES

Selection

A wide range of general and specialized English language (e.g., regional or etymological) dictionaries shall be maintained in reference. Foreign language dictionaries will be collected if: (1) they are connected with a language taught at Wingate University or (2) can be demonstrated to assist another discipline taught at the university (e.g., an English to Portuguese/ Portuguese to English dictionary for a literature course dealing with Brazilian authors). Subject speciality dictionaries that broadly cover a discipline shall also be maintained in reference.

Retention

The latest editions of English language dictionaries shall be maintained in reference indefinitely. Foreign language and subject speciality dictionaries shall be maintained indefinitely, subject to the acquisition of newer editions and routine collection evaluation.

DIRECTORIES AND PHONEBOOKS

Selection

The Library shall maintain a current collection of general purpose directories and directories in the areas of business and education. Directories for other disciplines where there is a demonstrated need may be added as appropriate. Preference will be given to directories of broad scope. The Library will collect a minimum number of phonebooks—limited to the local calling area, Charlotte, Raleigh, and London, England (to support the Wingate–in–London program). These phonebooks will be supplemented by directories such as PhoneDisc.

Retention

Unless it can be demonstrated that a phonebook or directory is still accurate, directories shall not be retained more than five years. Directories removed from the reference collection shall be withdrawn from the library. Directories shall be updated as frequently as possible.

ENCYCLOPEDIAS

Selection

The library purchases the following general encyclopedias The Encyclopaedia Britannica, The Encyclopedia Americana, Groiler's Electronic Encyclopedia, and The Worldbook Encyclopedia. Specialized encyclopedias (e.g,. The McGraw-Hill Encyclopedia of Science and Technology) shall be purchased only of they can be shown to have broad application within an academic division or support the university's general education requirements. Foreign language encyclopedias that support a foreign language major shall also be maintained.

Retention

One electronic encyclopedia shall be updated on an annual basis. Other general encyclopedias shall be updated on a rotating basis. Foreign language encyclopedias shall be updated every seven to ten years. Specialized encyclopedias shall be retained indefinitely, subject to updating by newer editions and periodic collection evaluation. Older editions of encyclopedias shall be removed to the circulating collection.

ENCYCLOPEDIC ANTHOLOGIES

Encyclopedic anthologies are collections such as NewsBank or Contemporary Literary Criticism, which gather a large amount of information under one title and where such information can only be accessed by the title's indexes. Such anthologies are generally continuous in nature.

Selection

Encyclopedic anthology titles shall be judiciously selected . Such titles will be purchased only after it can be shown that (1) such a purchase would meet a need not already filled by the general collection and (2) that such a commitment is more cost effective than purchasing those monographs or serials that would meet such a need.

Retention

Encyclopedic anthologies must be reviewed for retention or possible withdrawal as a set. Encyclopedic anthologies shall be retained indefinitely, subject to regular title–by–title collection evaluation.

HANDBOOKS AND MANUALS

Selection

Handbooks and manuals may be divided by the type of use they receive. Some—e.g., Robert's Rules of Order—contain a well ordered series of short statements designed to handle specific situations. Others are closer to textbooks or a thematic anthology. Preference will be given to the former; with the latter being better suited for the circulating collection. Exceptions may be given to those longer works that also contain extensive bibliographies. Selection of handbooks and manuals for reference shall be limited to those titles that serve the academic interests of Wingate University.

For the convenience of those who work at the Reference Desk, operational manuals for CD-ROM titles will be kept nearby behind the Periodicals Desk.

Retention

The most current editions handbooks and manuals will be retained in reference, subject to periodic collection evaluation. Older editions shall be removed to the circulating collection.

INDEXES

Selection

Wingate University subscribes to online services such as Epic and Dialog. The cost of online searching for students and faculty members pursuing academic projects is absorbed by the Library. However, whenever such mediated searching proves inadequate, the Library shall provide whatever end–user solution—whether print or electronic, local or remote—is required to address the academic needs of the Library's patrons.

Retention

As long as an index title can be shown to support a particular program, the Library will retain that index title unless it has been superseded by another local source.

LEGAL MATERIALS

Selection

Basic primary and secondary resources are collected for reference insofar as they support the university's undergraduate and graduate programs. The Library shall maintain such basic primary resources as the US Code Annotated and the General Statutes of North Carolina in reference. The Library shall also collect and update basic legal resources as dictionaries, handbooks, and encyclopedias as outlined in the previous sections. Specialized legal materials—e.g., CCH's Standard Federal Tax Reports—are selected only in those cases where a demonstrated need exists.

Retention

Basic primary legal materials shall be maintained in reference indefinitely. Secondary materials—dictionaries, encyclopedias, etc.—shall be maintained in the same manner as their non–legal counterparts. Specialized materials shall be evaluated to confirm that they are meeting the perceived need that originally justified their inclusion in reference. If a title cannot be justified on the basis of current academic needs, it may be withdraw, regardless of the use it may have received.

MEDICAL MATERIALS

Selection

The Library shall collect and maintain those materials that support the university's nursing[17] and sports medicine programs. The Library shall also collect and update those medical dictionaries and directories that would be of general interest to the university community.

Retention

Medical materials shall be retained in the same manner as their non–medical equivalents.

PLOT SUMMARIES

Selection

The Library shall collect and update in reference a selection of those plot summaries that include critical analyses and bibliographies.

Retention

The latest editions of those plot summaries selected shall be retained indefinitely.

READY REFERENCE

Ready reference may be any type of reference material but is distinguished by being located at the Reference Desk where it is used primarily by the librarians on reference duty to answer specific patrons queries.

Selection

Titles are selected for ready reference because they are frequently used by the librarians. Such titles are updated frequently to assure authority and currency.

Retention

Materials in ready reference must be shown to be used by the librarians in answering specific patron queries. If ready reference materials are used infrequently or primarily by patrons, they shall be removed to the general reference area or the closed reserve desk.

STATISTICAL SOURCES

Selection

The Library shall maintain and update those statistical sources that support the broad academic mission of the university. This would include such titles as The Statistical Abstract of the United States and various charts of census data or vital statistics. More specialized statistical material may be collected in the light of a demonstrated need.

Retention

The most recent edition of a statistical title shall be retained in reference, with older editions being removed to the circulating collection. Basic titles shall be retained indefinitely. More specialized materials shall be subject to regular evaluation to confirm that they are meeting perceived needs.

STYLE MANUALS

Selection

The Library shall collect for reference all basic style manuals and style manuals in the areas of journalism and the social sciences. The Library shall also collect style manuals that deal with electronic publications.

Retention

Style manual shall be kept in reference indefinitely, subject to updated editions and collection evaluation.

TRAVEL GUIDES

Selection

Wingate University offers two international study–tour programs: "W'international," and "Wingate–in–London." The Library supports these programs (in part) by maintaining a collection of travel guides to those countries selected for a study-tour.

Retention

Standing orders for basic travel guides shall be maintained for London and the United Kingdom. The latest edition of these titles shall be kept in reference. Because other guides are collected only for a specific study–tour, such guides shall be maintained in reference for a maximum of five years (regardless of use) before being removed to the circulating collection. Such guides shall be updated if a second study tour is planned within the five intervening years.

UPDATING (Looseleaf) SERVICES

Selection

Looseleaf services cover a variety of reference sources and should be treated as one of those sources with the following qualifications: (1) Looseleaf services are designed to provide the most updated information possible in print and (2) Looseleaf services are labor intensive to maintain. A looseleaf service shall be selected for reference only if the currency provide by such a service is vital to an academic program, the maintenance of such a service is feasible, and alternatives to such a service are unavailable or will not adequately meet patron needs or anticipated use.

Retention

Looseleaf titles should be retained only if: (1) they meet the retention criteria for their type of resource (e.g., legal material) and (2) the currency provided by such a service is still deemed as vital, the maintenance of the title is feasible, and alternatives are either unavailable or will not meet the patron's needs.

VERTICAL FILES

Selection

The following are maintained in the vertical files: (1) Corporate annual reports, (2) Ephemeral North Carolina Depository Documents, and (3) Miscellaneous Information. Annual reports and ephemerals are included as they arrive. Miscellaneous information is selected and maintained by the Reference/Archives Librarian.

Retention

Ephimerals and miscellaneous information are retained until updated or become out of date. The latest edition of an annual report is kept for five years.

APPENDIX

A SELECTION PRIORITY SCHEDULE

The chart below is an attempt to coordinate the various selection criteria into a matrix. The horizontal axis lists the criteria, the vertical axis asks whether a proposed title meets the criteria. Closely related criteria have been grouped together. The matrix itself provides a relative weight based on the value of each criterion and how well a title meets that criterion. Finally, a scale is provided to judge whether an item is of high, medium or low priority for the reference collection. This instrument is designed to supplement the librarian's selection decisions—decisions that are primarily based on her knowledge of the collection, the institutional mission, and patrons' needs. In no case is this scale intended to override the practiced judgement of a librarian.[18]

Selection Chart

	Authority, Reputation, and Accuracy	Currency	Scope and Depth	Relevance to Mission	Lack of Redundancy	Organization and Quality
Yes	12	10	8	6	4	2
Somewhat	6	5	4	3	2	1
No	0	0	0	0	0	0

29≤ High Priority ≤42 : 15≤ Medium Priority ≤ 28 : 0 ≤ Low Priority ≤ 14

1. See: Lynn C. Hattendorf. "The Art of Reference Collection Development." RQ 29 (winter 1989): 222.

2. The ALA Glossary of Library and Information Science. Heartstill Young, ed. Chicago: American Library Association 1983:188.

3. Teaching faculty, regardless of academic rank, will be cited as "instructor," as opposed to the various non-teaching faculty, which would include librarians.

4. See: Mary Biggs. "Discovering How Information Seekers Seek: Methods of Measuring Reference Collection Use." The Reference Librarian 29 (1990): 140; Eugene A. Engelding. "'Use' as a Criterion for the Weeding of the Reference Collection: A Review and Case Study." The Reference Librarian 29 (1990): 120-21; and Steven F. Vincent. "Let's Get Rid of it: A Reference Librarian's Battle Cry." The Reference Librarian 29 (1990):146.

5. A 1994 survey of this library found that while reference collection comprised less than 5% of the Library's total holdings, it made up more than 40% of its total circulation.

6. It is not at all coincidental that the oft cited Biggs and Biggs survey found that for an institituion such as Wingate the mean size of the reference collection was 6889 titles and the median size 5000. See: Biggs, Mary and Victor Biggs "Reference Collection Development in Academic Libraries: Report on a Survey." RQ 29 (winter 1989) p. 222.

7. Lynn C. Hattendorf. "The Art of Reference Collection Development." RQ 29 Winter 1989: 222.

8. For other lists, see: Paul T. Adalian Jr. and Ilene F. Rockman. "Title-by-Title Review in Reference Collection Development." Reference Service Review 12 Winter 1985: 85; Blanche Judd, et. al. Reference Collection Development Policy: Penfield Library, State University of New York College of Oswego: New York State University of New York, Oswego College at Oswego, 1984 EDRS, ED256351: 4, [microfiche]; Kevin Mulcahy. Reference Collection Policy Statement: Alexander Library, 1988 EDRS ED314088: 6-11, [microfiche]; and Marie B. Waters. "Client-Driven Reference Collections," The Reference Librarian 29 (1990): 97-98.

9. A chart prioritizing these criteria can be found in the Appendix.

10. Paul T.Adalian Jr. and Ilene F. Rockman. "Title-by-Title Review in Reference Collection Development," Reference Service Review 12 Winter 1984: 85.

11. While this has been drawn linearly, it is best to view the elements of the scheme happening simultaneously. See also: Scheila Inter. "Collection Development: A Necessarily Shared Enterprise," North Carolina Libraries 46 Winter 1988: 215.

12. See: Paul T. Adalian Jr. and Ilene F. Rockman. "Title-by-Title Review in Reference Collection Development." Reference Service Review 12 Winter 1984: 86-87.

13. See: Stephen F. Vincent. "Let's Get Rid of it: A Reference Librarian's Battle Cry." The Reference Librarian 29 (1990): 155; and Paul T. Adalian Jr. and Ilene Rockman. "Title-by-Title Review in Reference Collection Development." Reference Service Review 12 Winter 1984: 86.

14. To examine the similarity, see: Paul T.Adalian Jr. and Ilene F. Rockman. "Title-by-Title Review in Reference Collection Development." Reference Service Review 12 Winter 1984: 85; Kathleen Coleman and Pauline Dickerson. "Developing a Reference Collection Policy." College & Research Libraries 38:3 (May 1977): 233; Eleanor Matthews and David a Tyckoson. "A Program for the Systematic Weeding of the Reference Collection." The Reference Librarian 29 (1990): 136; and Steven F. Vincent. "Let's Get Rid of It: A Reference Librarian's Battle Cry." The Reference Librarian 29 (1990): 153.

15. For an example of this approach, see: Eugene A. Engledinger. "Use as a Criterion for the Weeding of the Reference Collection: A Review and Case Study." The Reference Librarian 29 (1990): 125-26

16. For other techniques see: Eugene A. Engeldinger, "'Use' as a Criterion for the Weeding of Reference Collections: A Review and Case Study." The Reference Librarian 29 (1991): 129.

17. The nursing program is scheduled to close in 1996. Titles connected with that program will be evaluated separately at that time to see whether they might still be of value to the university's larger mission.

18. This scale was adapted from John Rutledge and Luke Swindler. "Selection Decision: Defining Criteria and Establishing Priorities." College & Research Libraries 48:2 (March 1987): 128.